# Dragon Medical One 2023.3

## User Guide

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Nuance Communications
One Wayside Road
Burlington, MA 01803
www.nuance.com/healthcare

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# Welcome to Dragon Medical One Desktop Application

Dragon Medical One enables you to create text via speech recognition in any application that you can type in. In many applications the text is written directly into your application, in some others the text is written into the Dragon Medical One Dictation Box and then you transfer it to the target application.

You can control Dragon Medical One using the user interface, your keyboard, your voice or the buttons on your microphone. The descriptions in this online help are based on the default settings Dragon Medical One is delivered with. To change how you control it, use the Options dialog box.

## Working quickly

Use auto-texts to insert standard blocks of text; this saves you having to repeatedly record the same thing. To display a list of available auto-texts, say **what can I say** and scroll to the **Auto-texts** section.

Use your voice instead of your keyboard or mouse to perform tasks. Many of the actions in Dragon Medical One can be initiated via voice command. To display a list of available voice commands, say **what can I say**.

## What do you want to do?

Create text in your application

Anchor the speech focus to your application

Create text in the Dictation Box

Work with auto-texts

Work with voice commands

Change your settings

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# Creating and working with text

## Creating text in your application

1. Open Dragon Medical One.

2. Place the cursor in your application where you want the text to be written.

3. Select 🎤 or press the plus sign on your number key pad and start speaking.

If you have placed the cursor in a text field that Dragon Medical One fully supports, the text is written there, and the full range of functionality related to dictating text and editing it via voice is available (Full Text Control).

If you have placed the cursor in a text field that is unknown to Dragon Medical One, the following options are available:

- The Dictation Box opens and the text is written there; the full range of functionality related to dictating text and editing it via voice is available. When you are finished, select ⬛ or say **transfer text**; the text is moved to where you originally placed the cursor and deleted from the Dictation Box.

- You dictate in your text field, using Basic Text Control; that means that only basic speech recognition functionality is supported, without the ability to navigate, edit or format the text using your voice. The 🎤 icon changes to 🎤 to indicate that you are using Basic Text Control. To be able to use full speech recognition functionality, say **open Dictation Box**.

By default, the Dictation Box is used. If you prefer to dictate directly in your text field, open the **Text Input** pane of the Options dialog box and select **Use Basic Text Control** in the **What happens when the cursor is placed in an unknown text field?** section. When you use Basic Text Control, make sure you have placed the cursor in a text field before you start recording, and stop recording before you move the focus away from the text field; otherwise, you will lose text.

**Note:** If your administrator has configured system-wide settings regarding the use of Basic Text Control, your settings might not apply in all text fields. For more information, contact your administrator.

## Tips

- Keep an eye on the volume indicator around the microphone icon: When it pulses green, the system is picking up your voice. When it pulses red, the volume level is too high or there is too much background noise; try speaking more quietly, hold the microphone further away from you or move to a quieter environment. If the indicator is not pulsing, try speaking more loudly or hold the microphone closer to your mouth.

- When the progress indicator circles round the microphone icon, the system is processing your speech.

- For more information on dictating, say **launch help**, open the **Speech Recognition Help** tab and scroll to the "What do you want to say?" section.

**Note:** When your workstation is locked, recording is stopped and pressing any microphone button will be ignored.

## Tips on working with the Dictation Box

- To recall text from your application to the Dictation Box, select 🗋 or say **recall text**. The text is moved back to the Dictation Box where it will replace any text written in the meantime. The recalled text will not be deleted from your application.

- To work in the Dictation Box without seeing the text being written there, say **hide Dictation Box**; to display it again, say **show Dictation Box**. Alternatively, you can show or hide the Dictation Box via hotkey or microphone button or by selecting ☰ and selecting **Show/Hide Dictation Box**.

- To clear all text from the Dictation Box, select 🗑 .

- To re-size the Dictation Box, drag the corners.

- To format text, use the formatting options. If you have enabled Dictation Box formatting in the **Options** dialog box, you see the formatting options at the top of the Dictation Box window.

- You can configure the behavior of the Dictation Box in the **Text Input** pane of the Options dialog box.

- You can also edit text in the Dictation Box that has been written in an application that is not fully supported.

# Anchoring the speech focus

When you anchor the speech focus to your target application, you can open and navigate through other applications without removing the speech focus from the target application; this means that the recognition results will be written into the anchored application, even if you move to another application while dictating. You can anchor the speech focus only to applications that Dragon Medical One fully supports.

To anchor the speech focus, do the following:

1. Open Dragon Medical One and your target application.

2. Place the cursor where you want the text to be written and press CTRL + ALT + A or say **anchor dictation** to anchor the speech focus to your target application. The icon changes to .

3. Open any other application you need for analysis or reference (for example, your PACS).

4. Select and start speaking; the icon changes to and the text is written in your target application.

You can change which application has the speech focus anchored to it any time. Anchoring the speech focus to another application automatically releases the speech focus from the application it was previously anchored to.

## Tips

- Set the speech focus to be anchored automatically via the General pane of the **Options** dialog box.

- To release the speech focus from your target application, close it or say **release dictation**.

- If the speech focus is anchored to an application and you open the Dictation Box, the speech focus is released from the application. If the Dictation Box is open when you anchor the speech focus to an application, it is automatically closed.

# Editing text

You can use your keyboard and mouse to edit the recognized text:

- Type new text to correct misrecognized text.

- Place the cursor somewhere in the text and then record to insert new text.

- Select text and then record to overwrite existing text with new text.

You can also edit text via voice command (for example, by saying **scratch that**).

**Note:** If the cursor is placed in an unknown text field and you use Basic Text Control to dictate, editing the text via voice is not supported. If you manually select recognized text or place the cursor somewhere in the text and record, capitalization and spacing might not be correct as Dragon Medical One cannot see the surrounding text.

If you are working in an application that Dragon Medical One fully supports, you can edit and correct directly in that application.

If you are working in the Dictation Box, we recommend that you edit and correct the text there and only transfer the text to your application once it is final. This ensures that your corrections are included in adaptation.

## Editing text written in an application that is not fully supported

When you are working with an application that Dragon Medical One does not fully support, you can add existing text you want to edit to the Dictation Box and edit it there.

Proceed as follows:

1. In the Options dialog box open the **Text Input** pane, select the **Add the selected text from the target application to the Dictation Box** check box and select **Apply All**.

2. Open your target application and select the text you want to edit.

3. Open Dragon Medical One and expand the Dictation Box.

   The text you selected is available.

4. Place the cursor where you want new text to be added, select 🎤 or press the plus sign on your number key pad and start speaking.

5. Edit the text, if necessary, and when you are finished, select ⤵ or say **transfer text**.

   The text is transferred to your target application and deleted from the Dictation Box.

# Auto-texts

Auto-texts are standard blocks of text (also called 'normals' or 'canned text') that you insert into your document with a short voice command. Using auto-texts reduces the time you need to record and improves the consistency of your documentation.

## Example

- You often speak to your patients about the dangers of smoking. In the report, you say **The patient was advised to quit smoking and counseled on effective smoking cessation strategies**.
- You define an auto-text called 'quit smoking' that contains this information.
- You say the voice command **quit smoking** to insert the information.

# Working with auto-texts

To display a list of available auto-texts, say **what can I say** and scroll to the **Auto-texts** section.

Depending on your system configuration, the application uses a keyword to identify that there is an auto-text to process. To see which keyword your system expects you to use as part of the voice command, say **what can I say**. For example, if the keyword is **insert**, you must say the keyword followed by the spoken form **insert quit smoking**.

## Working with auto-text fields

You can navigate to the fields in auto-texts via voice commands such as **next field** and **go to previous field**.

To use the default values and remove the field delimiters of all fields, say **accept defaults**. To use the default value and remove the field delimiters of the field with the focus, say **field complete**. If a field contains several values, separated by **|**, the first value will be used.

**Note:** After saying **accept defaults**, pause to ensure that the command is performed before you continue.

## Working with formatted auto-texts

Auto-texts that were created by your administrator can contain formatting. When inserting a formatted auto-text in your application, keep the following in mind:

- Wait until the auto-text is displayed before you continue dictating to make sure that the recognized text is added in the right place.

- The application you insert the auto-text into must have the window focus as well as the speech focus or the formatting will be lost.

- If the formatting is not displayed correctly and you see unreadable code instead, your application cannot process formatted auto-texts. Ask your administrator to disable auto-text formatting for your application.

# Creating auto-texts

All auto-texts that you created are listed in the **Manage Auto-texts** dialog box. You can edit existing auto-texts and add new ones.

To add an auto-text, do the following:

1. Say **manage auto-texts** or select ▤ and select **Manage Auto-texts**; the corresponding dialog box is displayed.

2. Select **+** and fill in the required fields (repeat as necessary).

3. Select **Apply All**.

> **Important:** For security reasons, auto-texts must not contain sensitive information, such as user names or passwords.

## Defining the spoken form

If how the auto-text name is written and how it is pronounced are very different, make sure that the **Spoken form** (how it is pronounced) reflects this.

When you enter a spoken form, follow these rules:

- Use alphabetic characters only. Do not use:

  Digits (for example, use 'twelve' instead of '12') unless they are part of common words (for example, use '3D' instead of 'three D').
  Punctuation marks (for example, ., ", ! or ?).
  Symbols (for example, +, & or $) except for hyphens used in compound words (for example, 'C-spine').

- Follow standard capitalization rules (for example, use capital letters for proper names).

- Avoid using capital letters (except for acronyms or if the standard capitalization rules require it, see above).

- For acronyms that are spelled out, use capital letters (for example, CIA); if they are not recognized, separate the capital letters by spaces (for example, C I A).

- For acronyms that are pronounced as words, use lowercase (for example, use 'pet CT' for 'PETCT' or 'pick' for 'PICC').

- Do not use very short names that are acoustically difficult to capture (such as one syllable only).

- Use full words instead of abbreviations (for example, use 'without' instead of 'wo').

- Check for typos.

## Adding fields

Fields are gaps in the auto-text where you can enter specific text, for example, patient data. To add a field to an auto-text, enter **[ ]** in the relevant place of the auto-text's contents; you can enter any text between the field delimiters as default content, for example, **CBC results [within normal limits], vital signs [within normal limits]**. When you insert the auto-text, you can decide whether you want to replace the default values with specific text or use the default values.

## Tips

- ❗ means that the auto-text is not properly filled in. The **Apply All** button is not active if any auto-text contains invalid data.

- Select 🔙 to revert unsaved changes.

- Select ⧉ to copy an existing auto-text and use it as a template for a new one. The template has the same description and content as the one you copied; the **Name** and **Spoken form** fields are empty.

- Select **x** to delete an auto-text. You can undo this action until you have selected **Apply All**.

- To undo changes, copy or delete an auto-text, select and hold (or right-click) it and select **Revert Changes**, **Copy** or **Delete**.

- By default, fields are indicated by square brackets. You can change the characters used as field delimiters on the **General** pane of the **Options** dialog box; any previously defined fields using different delimiters will then no longer work. Do not use **{, }** or **|** as field delimiters.

- Auto-texts that were created by your administrator can contain formatting that is not displayed in the **Manage Auto-texts** dialog box. Any changes to such an auto-text in this dialog box will remove all formatting. If you want to make changes and keep the formatting, contact your administrator.

# Voice commands

You can perform a variety of actions in Dragon Medical One via voice command (instead of mouse, keyboard or microphone button); this can significantly speed up report creation. To see the list of voice commands available to you, say **what can I say** or select ☰ and select **What You Can Say**. The voice commands are categorized, with a main command and some alternatives. We recommend learning the commands that you find most useful.

For example, you are correcting your dictation and need to replace the last paragraph: say **select last paragraph** and you can immediately record new information.

## Visual feedback

In the **General** pane of the **Options** dialog box, you can decide where the visual feedback should be displayed when a voice command is recognized. Select one of the following:

- **DragonBar** - The voice command bubble is anchored to the Dragon Medical One user interface.
- **Mouse** - The voice command bubble is anchored to your mouse cursor.
- **Text** - The voice command bubble is anchored to your text cursor.
- **System Tray** - The voice command bubble is anchored to the System Tray.

## Step-by-step commands

Step-by-step commands execute a series of actions via a single voice command. You can create, modify, copy and delete step-by-step commands. Creating and modifying step-by-step commands is only recommended for experienced users.

You can press hotkeys or microphone buttons to execute the step-by-step commands that you have created (personal) or the ones that have been created by your administrator (shared); for more information on assigning hotkeys/microphone buttons, see: Setting your input preferences.

**Note:** After saying a step-by-step command, pause to ensure that the command is performed before you continue.

> **Important:** For security reasons, step-by-step commands should not contain sensitive information, such as user names or passwords.

To create a step-by-step command, do the following:

1. Say **manage commands** or select ▤ and select **Manage Step-by-step Commands**; the corresponding dialog box is displayed.
2. Select **+** and fill in the **Name**, **Description** (optional) and **Spoken form** fields.
3. Select **New Step** and select the type of step you want; repeat as necessary.
4. Select **Apply All**.

## Spoken form

If how the name of the step-by-step command is written and how it is pronounced are very different, make sure that the **Spoken form** (how it is pronounced) reflects this.

When you enter a spoken form, follow these rules:

- Use alphabetic characters only. Do not use:

  Digits (for example, use 'twelve' instead of '12') unless they are part of common words (for example, use '3D' instead of 'three D').
  Punctuation marks (for example, ., ", ! or ?).
  Symbols (for example, +, & or $) except for hyphens used in compound words (for example, 'C-spine').

- Follow standard capitalization rules (for example, use capital letters for proper names).

- Avoid using capital letters (except for acronyms or if the standard capitalization rules require it, see above).

- For acronyms that are spelled out, use capital letters (for example, CIA); if they are not recognized, separate the capital letters by spaces (for example, C I A).

- For acronyms that are pronounced as words, use lowercase (for example, use 'pet CT' for 'PETCT' or 'pick' for 'PICC').

- Do not use very short names that are acoustically difficult to capture (such as one syllable only).

- Use full words instead of abbreviations (for example, use 'without' instead of 'wo').

- Check for typos.

## Tips

- A red line around a field means that it is mandatory or you have not filled it in correctly.

- Use the icons to move existing steps up and down ( ↑ ↓ ), insert steps into the middle of a sequence of steps ( ↰ ) and delete steps ( ✗ ).

- Select a step-by-step command from the left pane to modify it.

- Select ⧉ to copy an existing step-by-step command and use it as a template for a new one. The template will have the same description and steps as the one you copied; the **Name** and **Spoken form** fields will be empty.

- To undo changes, copy or delete a step-by-step command, select and hold (or right-click) it and select **Revert Changes**, **Copy** or **Delete**.

- If a step-by-step command is consistently not executed properly, add **Wait** or **Wait for Window** steps to it.

- Using the **Run Step-by-step Command** or **Execute Voice Command** step type you can embed one (or more) step-by-step commands or voice commands into another step-by-step command. When the overall step-by-step command is executed, all embedded commands are also executed.

## Step types

**Open Application** - open the specified application (if it is already open, the focus switches to this application). Specify the following properties:
> **Target** - enter the full path and name to the application EXE file.
> **Arguments** - enter the command line argument you want the application to open with; for example, a template.
> **Start in** - browse for the folder in which the application or file should open (the working directory).
> **Run as** - select the application window size (normal, minimized or maximized).

**Wait** - set a waiting time in milliseconds to pause between steps; for example, 500 ms for the application to open with the specified template. Range: 50-2500 ms.

**Wait for Window** - pause until a window with the specified title has the focus or the set waiting time expires. Specify the following:
> **Window title** - enter the name of the window you want the step-by-step command to wait for.
> **Waiting time (ms)** - set a waiting time. Range: 50-10000 ms. If the set waiting time expires, the execution of the step-by-step command will be stopped.

**Note:** Applications hosted in Microsoft Edge and Google Chrome are not supported (for example, the step-by-step command will wait for Edge, but it will not wait for an application hosted in Edge).

**Run Step-by-step Command** - browse for the existing personal or shared step-by-step command that you want to embed; the embedded command will be executed as a step.
**Execute Voice Command** - browse for the voice command that you want to embed; the embedded voice command will be executed as a step.
**Enter Text** - enter a short text block that you want written at the cursor position in your application (for larger text blocks that you insert regularly, use auto-texts).
**Press Keys** - enter the sequence of keys that you want pressed. See below for the input format you must use. You can also enter text and combine keys with modifiers.
**Press Hotkey** - select ✏ and press one or more modifier keys and a letter/number. For more information, see: Using hotkeys.
**Microphone On** - turn the microphone on.
**Microphone Off** - turn the microphone off.

The following keys can be entered in the **Press keys** field (curly brackets must be used):

| Key | Input format |
|---|---|
| Backspace | {BACKSPACE} or {BS} |
| Break | {BREAK} |
| Caps lock | {CAPSLOCK} |
| Scroll lock | {SCROLL} |
| Delete | {DEL} or {DELETE} |
| Down arrow | {DOWN} |
| End | {END} |
| Enter | {ENTER} |
| Esc | {ESCAPE} or {ESC} |
| Home | {HOME} |
| Insert | {INS} |

| Key | Input format |
|---|---|
| F1 - F24 | {F1} to {F24} |
| Return | {RETURN} |
| Help | {HELP} |
| Decimal | {DECIMAL} |
| Separator | {SEPARATOR} |
| Space | {SPACE} |
| Select | {SELECT} |
| Print | {PRINT} |
| Execute | {EXECUTE} or {EXEC} |
| Snapshot | {SNAPSHOT} |
| Cancel | {CANCEL} |

| Key | Input format |
|---|---|
| Left arrow | {LEFT} |
| Num lock | {NUMLOCK} |
| Page down | {PGDN} |
| Page up | {PGUP} |
| Right arrow | {RIGHT} |
| Tab | {TAB} |
| Up arrow | {UP} |
| Add | {ADD} |
| Subtract | {SUBTRACT} |
| Multiply | {MULTIPLY} |
| Divide | {DIVIDE} |

| Key | Input format |
|---|---|
| Windows | {WINDOWS} or {WIN} |
| Applications | {APPLICATIONS} or {APPS} |
| Clear | {CLEAR} |
| NUMPAD0 - NUMPAD9 | {NUMPAD0} or {NP0} to {NUMPAD9} or {NP9} |

The following modifiers can be entered in the **Press keys** field (always used with other keys):

| Modifier | Input format |
|---|---|
| Shift | + |
| Ctrl | ^ |
| Alt | % |

Examples:

| Sequence executed | Input format |
|---|---|
| Alt+Ctrl+s | %^s |
| Shift+Tab | +{Tab} |

## Example 1: Creating a confidential email

**Name** Confidential email
**Description** This command will open Microsoft Outlook, create a new email message, enter CONFIDENTIAL in the subject line and place the cursor in the body of the email.
**Steps**

**Open Application**

    **Target** C:\Program Files\Microsoft Office\Office14\OUTLOOK.EXE

**Wait**

    **Waiting time (ms)** 2000

**Press Hotkey**

    **Hotkey** Ctrl + N

**Press Keys**

    **Keys** {TAB} {TAB}

**Enter Text**

    **Text** CONFIDENTIAL

**Press Keys**

    **Keys** {TAB}

## Example 2: Creating a to do list

**Name** Create a new to do list

**Description** This command will open Notepad to create a list of tasks. The cursor is placed in the first numbered item and the microphone is turned on.

**Spoken form** new to do list

**Steps**

    **Microphone Off**

    **Open Application**

        **Target** C:\ Windows\System32\notepad.exe

        **Run as** Maximized

    **Wait**

        **Waiting time (ms)** 2000

    **Enter Text**

        **Text** TODO LIST

    **Press Keys**

        **Keys** {ENTER}

    **Enter Text**

        **Text** 1.

    **Microphone On**

## Example 3: Checking the weather

**Name** Check the weather

**Description** This command will open Internet Explorer with a website where you can find the current weather conditions.

**Spoken form** weather check

**Steps**

    **Microphone Off**

**Open Application**
    **Target** C:\Program Files (x86)\Internet Explorer\iexplore.exe
    **Arguments** http://weather.yahoo.com/
    **Run as** Maximized

# Text selection voice commands

For example: **select this word** - **select this sentence** - **select this paragraph** - **select all**

To use text selection voice commands, the cursor must be placed within text. If your cursor is in an empty paragraph, these voice commands will not be executed.

Once text is selected (via voice command), you can:

- Apply text formatting.
- Correct the text by over-dictation.
- Say **add to vocabulary** to manage the Vocabulary.
- Say **make that an auto-text** to manage auto-texts.

# Select & say voice commands

Select & say voice commands can be used to select recorded or typed text and correct, replace, delete or format it via voice. These commands select the closest instance of the text to the left of the current cursor position. You can select single words, phrases, whole sentences or punctuation marks. For example:

1. Say **patient is a thirty year old male with a history of hypertension**

   The recognized text: **Patient is a 30-year-old male with a history of hypertension**

2. Say **select thirty year old male**

   The selected text: **Patient is a 30-year-old male with a history of hypertension**

For longer text passages, use **through** to select text from the first to the last word of your required selection. For example:

1. Say **patient is a thirty year old male with a history of hypertension**

   The recognized text: **Patient is a 30-year-old male with a history of hypertension**

2. Say **select patient through history**

   The selected text: **Patient is a 30-year-old male with a history** of hypertension

**Note:** The range of these commands is approximately one page up and down.

## Editing selected text

Once text is selected, the **Corrections** menu is displayed and you can correct, replace, delete or format the selected text, replace misrecognized text with recognition alternatives, etc. For example:

- Say **choose** and the number of the correct recognition alternative. For example:

  1. Say **patient is a thirty year old male with a history of hypertension**

     The recognized text: **Patient is a 13-year-old male with a history of hypertension**

  2. Say **select thirteen**, the recognition alternatives are listed.

     The selected text: **Patient is a 13-year-old male with a history of hypertension**

  3. Say **choose** and the number of the correct recognition alternative.

- Say the text you want or type in new text.

- Say **add that to vocabulary** or **do not recognize that word** to manage the Vocabulary.

- Say **make that an auto-text** to manage auto-texts.

- Say **format that bold/italic/etc.** to format the text.

- Say **scratch that** to delete the selected text.

- Say **deselect that** to deselect the text.

To display a list of available voice commands, say **what can I say**.

**Note:** The cursor automatically returns to its previous position when you correct text using the **Corrections** menu.

## Navigating between multiple instances of selected text

Once text is selected, say **select again** or **select previous** to scroll backwards and **select next** to scroll forwards through the text to find other instances of the text. When navigating between multiple instances of the text, phonetically similar matches are also highlighted. For example:

1. Say **patient has been in treatment for two years and wants to explore a different approach**

The recognized text: **Patient has been in treatment for 2 years and wants to explore a different approach**

2. Say **select to**

The selected text: **Patient has been in treatment for 2 years and wants to explore a different approach**

3. Say **select again**

The next selected text: **Patient has been in treatment for 2 years and wants to explore a different approach**

**Remarks**

- The commands **select again**, **select previous** and **select next** are only available when the **Corrections** menu is displayed.
- The range of these commands is approximately one page up and down.

## Go back

Say **go back** to return the cursor to its position prior to the selection command. For example:

1. Say **patient is a twenty year old female**

The recognized text: **Patience is a 20-year-old female|**

2. Say **select patience**

The selected text: **Patience is a 20-year-old female**

3. Say **patient**

The replaced text: **Patient| is a 20-year-old female**

4. Say **go back**, the cursor returns to the position prior to the selection command: **Patient is a 20-year-old female|**

**Remarks**

- The cursor automatically returns to its previous position when you correct text using the **Corrections** menu.
- **|** is the cursor position.
- The command **go back** does not work after you change the cursor position manually or type in text.

# Undo/redo

Say **undo** to undo your last operation and **redo** to reverse an undo-operation. The behavior of these commands is dependent on the text editor you are using:

Undo: is the same as pressing **Ctrl + Z** or the undo button in your text editor.

Redo: is the same as pressing **Ctrl + Y** or the redo button in your text editor.

**Note:** The commands **undo** and **redo** do not work if your text editor has no or different functions assigned to pressing **Ctrl + Z** and **Ctrl + Y**.

# Resuming recording

To go to a specific text position and delete everything that was recorded after that point, say **resume with** and the word before the text to be deleted. Use this command during recording if irrelevant content is recorded (for example, a question from a colleague or background noise). You can also use this command to reformulate what you said or to correct misrecognized text. For example:

1. Say **patient has been in treatment for two years and wants to explore a different approach**

2. A colleague interrupts you.

3. Say **sure I'll be available at five**

   The recognized text: **Patient has been in treatment for 2 years and wants to explore a different approach sure I'll be available at 5**

4. Say **resume with approach**

   The corrected text: **Patient has been in treatment for 2 years and wants to explore a different approach|**

**Remarks**

- Only use **resume with** immediately after recording. It does not work after you use another voice command, change the cursor position manually or type in text.

- **Resume with** has a range of approximately 150 words.

# Options and settings

## Setting your input preferences

To change your settings, say **open settings** or select ▤ and select **Options**; the corresponding dialog box is displayed:

- **General**: Select options for the speech focus and voice commands.
- **Text Input**: Select options related to recognized text, the Dictation Box and Basic Text Control.
- **Hotkeys**: Select options for pressing keyboard shortcuts.
- **Microphone Buttons**: Assign actions to microphone buttons.

Select **Apply All** to apply your settings.

Select **Restore Defaults** to undo your settings; the original delivery settings are re-applied to all tabs of the dialog box.

## Dictation Box

When you are working in an application that Dragon Medical One does not fully support, the Dictation Box can be used to dictate text using Full Text Control. For more information on how to work with the Dictation Box, see: Creating text in your application.

In the **Text Input** pane of the **Options** dialog box, you can make a variety of settings for transferring text to your target application and for the behavior of the Dictation Box.

In the **Dictation Box: Text appearance** section, you can configure the text formatting in the Dictation Box:

- Select **Plain text** and set the font size and style to apply the formatting only in the Dictation Box; the formatting is not kept during transfer to your application.
- Select **Formatted text** to format the text directly in the Dictation Box; the formatting is kept during transfer.

# Text transfer method

In the **Text Input** pane in the **Options** dialog box, the **Text transfer method** section defines how Dragon Medical One interacts with the target application. Unless you have serious problems transferring text, do not change the default setting.

# Using hotkeys (keyboard shortcuts)

Pressing keys on your keyboard can be a fast way to perform common actions, compared with moving through the user interface. To configure a hotkey for an action, do the following:

1. In the **Options** dialog box, open the **Hotkeys** pane.

2. Find the action you want to configure and select ✎ .

3. Press the keys that you want to trigger that action; you can press the full sequence of keys at once or one key at a time. For example, to configure *Ctrl + L*, press and hold *Ctrl* and *L* and then release both keys, or press and release *Ctrl* and then press and release *L*.

You can also assign hotkeys to microphone buttons; in the **Microphone Buttons** pane of the **Options** dialog box, select **Press Hotkey** as the action for a button, select ✎ and press a combination of keys.

## Tips

- To delete the last key you entered, press it again. To delete the full sequence of keys and cancel the configuration of this hotkey, press *ESC*.

- You can configure a combination of keys (one or more modifier keys plus a letter, number or function key, for example, *Ctrl + Alt + Z*) or a single key (for example, function keys F1-F12 or numeric keys).

- If you enter an invalid hotkey, such as a single letter or *CTRL + /*, the input field will be marked red.

# Microphone button mapping

The default actions assigned to microphone buttons depend on the microphone model you use. You can change the assigned actions in the **Microphone Buttons** pane of the **Options** dialog box.

This table shows the default mapping for the Philips SpeechMike, Nuance PowerMic III and Nuance PowerMic 4 microphones.

| Default action | Button | | |
| --- | --- | --- | --- |
| | Nuance PowerMic III | Philips SpeechMike | Nuance PowerMic 4 |
| Press and hold | Record | Record | Record |
| Transfer text | Transcribe | End-of-letter | Rear Function |
| Accept defaults | Enter/Select | Command | Enter/Select |
| Show/hide Dictation Box | Custom Right | Insert/Overwrite | Function D |
| Previous field | Tab Backward | Function 1 | Tab Backward |
| Next field | Tab Forward | Function 2 | Tab Forward |
| Previous field | Rewind | Rewind | Rewind |
| Next field | Forward | Forward | Forward |
| No default | Stop/Play | Stop/Play | Stop/Play |
| No default | Custom Left | Function 4 | Function B |
| No default | - | - | Function C |
| No default | - | - | Function A |

# Anchoring the speech focus to your application

You can anchor the speech focus automatically; in the **Options** dialog box, open the **General** pane and select **Anchor the speech focus when recording is started**. Before you start recording, place your cursor in the target application; this application will have the speech focus anchored to it. If the Dictation Box is open and automatic anchoring is enabled, when you start

recording, it will close. The speech focus is released from an application when recording is stopped or the application is closed.

If **Anchor the speech focus when recording is started** is not selected, you can manually anchor the speech focus via voice command, hotkeys or microphone button.

For more information, see: Anchoring the speech focus.

# Customizing your speech recognition settings

Factors such as user profile and the type of microphone used influence speech recognition. The settings that you log on with define how the system processes what you say. The options available depend on how Dragon Medical One is configured. This means, for example, that you can only change to another language if the relevant language and lexicon are listed.

To change your settings for speech recognition, select ☰ and select **Log Off**; the corresponding dialog box is displayed:

- Select a different **User** to change to another user profile. Make sure that you always select your own user profile.
- Select a different **Microphone** to change to another microphone.
- Select a different **Language** to change to another speech recognition language.
- Select a different **Specialty** to change to another specialty.

Select **OK** to apply your settings.

**Note:** To change to another microphone without logging off, select ☰, select **Microphone** and select another microphone. Do not unplug the microphone that is currently in use.

# Additional information

## Hiding the application

Dragon Medical One is always displayed on top of other open applications unless you actively hide it.

To hide the application, say **close Dragon**, select the **Minimize** button or press CTRL + ALT + H. To show the application, say **open Dragon**, select 🎤 in the notification area or press CTRL + ALT + H again.

If you exit the application, it will not be available in the notification area.

## Adaptation

Dragon Medical One adapts to how you dictate. This means that the more you use the application the more accurate the recognition results are. The application uses your final text to learn; if you have corrected text, the system compares it to your recorded speech and adapts accordingly.

If you transfer text from the Dictation Box to a text field that is unknown to Dragon Medical One and then correct it, Dragon Medical One will not be able to see the corrected text and adaptation will not take place; correct the text in the Dictation Box before you transfer it.

If you dictate in an unknown text field using Basic Text Control, adaptation will not take place either.

## Recommended microphones

To get the best recognition results, use a high-quality, hand-held microphone. This is a list of recommended microphones:

- Nuance PowerMic II and III
- Nuance PowerMic 4
- Philips SpeechMike Air

- Philips SpeechMike Premium

- Philips SpeechMike III

- Grundig Digta SonicMic II

- Grundig Digta SonicMic 3

- Grundig Digta CordEx

- Grundig Digta 7

# Speech recognition online help

To help you work more efficiently, a variety of speech recognition features are available, for example, voice commands, auto-texts, scratch that, etc. The more you understand speech recognition and how to work with it, the faster you can create dictations. Automatic formatting (for example, dates, times, measurements, etc.) can also be very useful.

For more information on how to get the best results, say **launch help** and open the **Speech Recognition Help** tab.

# SpeakAhead

In general, when you are speaking, you do not need to wait for the recognized text to be written. If you navigate between different sections of your document, you do not need to wait until the text appears in one section before moving onto the next.

When using voice commands, it is recommended to pause to ensure that the command is performed before continuing.

# Speech recognition server connection

The speech recognition process takes place in the cloud via an Internet connection; everything that you say is protected and secure.
If there is a problem with your connection during recording, the microphone is turned off. To start again, select  or press the plus sign on your number key pad.

# Troubleshooting

Here you find solutions to common issues.

- When I start recording, the Dictation Box opens and the text is written there instead of in the application I am working in.

    If the cursor is placed in a text field that is unknown to Dragon Medical One, the Dictation Box is opened by default. To change your settings to dictate at the cursor instead, without the ability to navigate, edit or format the text using your voice, open the **Text Input** pane of the Options dialog box and select **Use Basic Text Control** in the **What happens when the cursor is placed in an unknown text field?** section.

    The application you are working in might run using different user credentials or with administrator privileges. Dragon Medical One and the application you are working in must run using the same user credentials for Dragon Medical One to be able to directly write the text in the application. Contact your administrator.

- When I speak, the ring around the microphone icon does not pulse green, and incorrect or no text is written.

    You might have selected the wrong microphone during logon. To change to another microphone, select ☰ , select **Microphone** and select a microphone.

- When I try to start recording, Dragon Medical One reports an internal server error and I cannot record.

    Contact your administrator.

- I changed my settings in the **Options** dialog box, but they are not saved.

    Make sure you select **Apply All** after you have changed your settings. If your changes are still not saved, this might be a network problem or server problem. Contact your administrator.

- I say the name of the auto-text, but the auto-text is not inserted; instead, the command is written.

    Make sure you say a valid auto-text name. To display a list of available auto-texts, say **what can I say** and scroll to the **Auto-texts** section.
    If how the auto-text name is written and how it is pronounced are very different, make sure that the **Spoken form** (how it is pronounced) reflects this. For more information, see: Spoken forms.

Your system might use a keyword to identify that there is an auto-text to process. To see which keyword your system expects you to use as part of the voice command, say **what can I say**.

- When I try to log on to Dragon Medical One, an error message is displayed: **No supported audio device is available. To start Dragon, connect a device and select Refresh.**

  Connect your microphone and select **Refresh**. If the error message is displayed again, contact your administrator.

- Dragon Medical One shuts down unexpectedly; no error message is displayed. The next time I start Dragon Medical One, a message is displayed: **A previous Dragon session shut down unexpectedly; you can send the corresponding log file to your system administrator for analysis.**

  Select **Browse** to open the folder containing the log files and send the files to your administrator.

- When I open the personalization and help window by saying **what can I say**, the window is not displayed properly or closes unexpectedly and an error message is displayed.

  Contact your administrator.

- When I insert an auto-text, I see unreadable code instead of the expected formatted text.

  Some applications cannot process formatted auto-texts. If this causes errors, contact your administrator.

- I have inserted an auto-text that contains an image, and now the image is selected when I navigate between fields or removed when I say **accept defaults** or **field complete**.

  To enable Dragon Medical One to distinguish between images and fields in applications running in a web browser, change the field delimiter to something other than square brackets. Be aware that any previously defined fields using square brackets as field delimiters will no longer work afterwards.